

Overdue Tax Payment Request

Date: [Insert Date]

To: [Taxpayer's Name]

Address: [Taxpayer's Address]

Dear [Taxpayer's Name],

We are writing to remind you that the payment for your tax obligation, which was due on [Insert Due Date], has not yet been received. As of today, your account shows an outstanding balance of [Insert Amount].

Please make your payment as soon as possible to avoid additional penalties or interest charges. Payment can be made through [insert payment methods]. If you have already sent your payment, please disregard this notice.

If you have any questions or need assistance, please do not hesitate to contact our office at [insert phone number or email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]